

Vermont Historic Preservation Grant Manual



2014

State of Vermont

Agency of Commerce and Community Development
Department of Housing and Community Development
Vermont Division for Historic Preservation

http://accd.vermont.gov/strong_communities/preservation/grants/historic_preservation

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Introduction

Established in 1987, this State-funded program helps political subdivisions of the state and non-profit organizations maintain and preserve their historic properties. This year, the Division for Historic Preservation, in cooperation with the Vermont Advisory Council on Historic Preservation, will award \$225,000 in 1:1 matching grants for building improvement projects that promote the public enjoyment of Vermont's heritage. Properties must be listed or eligible for listing in the National Register of Historic Places. Eligibility for listing will be determined by the Vermont Advisory Council on Historic Preservation. The maximum grant available in 2014 is \$20,000. Because of limited funding and the large number of requests, only exceptional projects will be awarded the full amount. Grant requests for less than the maximum amount may be awarded, too.

Remember: *This is a reimbursement grant program, which means the grant recipient is responsible for paying for the full amount of the project and the state will reimburse the grant recipient once all the required paper work is complete and accepted by the Division for Historic Preservation.*

The Vermont Historic Preservation Grant Program is funded by the taxpayers of the State of Vermont, at the direction of the General Assembly, through the annual Capital Appropriations and State Bonding Act.

The Vermont Advisory Council on Historic Preservation reviews all grant applications and scores each application using the eleven Eligibility Criteria outlined in this manual. Projects that propose to preserve existing historic features or to restore documented, missing historic features with similar historic materials are given much greater priority than projects that use non-historic materials.

New additions, code improvements, and utility systems work are not eligible for funding.

Please read this entire manual before completing the application. This is a highly competitive program and only about 30% of the applications submitted receive funding. Applications must be carefully and completely filled out to be considered for funding. *Please pay special attention to the Photograph Guidelines as good pictures are the best way to promote your project.* See Appendix 5 for tips on taking good photographs.

If you have questions about the application process or the grant program in general, contact Caitlin Corkins at caitlin.corkins@state.vt.us or 802-828-3047.

Program Schedule

The 2014 Vermont Historic Preservation Grant Application and accompanying 2014 Vermont Historic Preservation Grant Manual are available at:

http://accd.vermont.gov/strong_communities/preservation/grants/historic_preservation

Grant applications must be submitted via email to accd.hpgrants@state.vt.us by October 7, 2013.

The application document must be sent to the above email address by midnight of October 7, 2013. The Required Attachments detailed in Section 17 (Project Estimate, Location Map, Sketch Map, Non-Profit Status Certification, Printed Photographs, CD-ROM of Images, and copies of Preservation Plans, Reports or Evaluations) and any supplemental information must be submitted by mail. **The Required Attachments, and any supplemental information, must be postmarked or delivered to the Division office by 4:30, October 7, 2013.** The Division's office is located in the National Life Building, One National Life Drive, 6th floor, Montpelier, Vermont. The mailing address is: Vermont Division for Historic Preservation, National Life Building, One National Life Drive – 6th Floor, Montpelier, Vermont 05620-0501.

If you are unable to submit the application via email, you may submit a paper copy of the application directly to the Division office, along with the Required Attachments detailed in Section 17 (Project Estimate, Location Map, Sketch Map, Non-Profit Status Certification, Printed Photographs, CD-ROM of Images, and copies of Preservation Plans, Reports or Evaluations) and any supplemental information). **The paper copy of the application, the Required Attachments, and any supplemental information must be postmarked or delivered to the Division office by 4:30, October 7, 2013.** (If you need to submit a paper copy of the application but are unable to download it from the website, you may request a paper copy of the application and manual from the Division by calling 802-828-3213 or sending an email to debra.sayers@state.vt.us and leaving your name and e-mail address or mailing address, zip code and telephone number.)

***** In fairness to all applicants, late or incomplete applications will not be considered! *****

Applicants who receive a Historic Preservation Grant are ineligible to receive a second grant in the year immediately following the award of the first grant. If you received a 2013 grant you are not eligible to apply for a 2014 grant. Except in unusual circumstances applicants will not be eligible for a grant if they have not yet completed the work on a previous grant.

A preliminary review round may be required if we receive a large number of applications. If so, a committee of Division staff will score projects using the scoring criteria listed below. The Vermont Advisory Council on Historic Preservation (a Governor-appointed council with expertise in various areas of historic preservation) will make the final selection. The Advisory Council will review and approve the preliminary scoring and will re-evaluate, re-score and select grant recipients from among those projects which received the highest scores in the preliminary round. Grants will be awarded in December 2013.

All applicants will receive written notification of the results of the review process and notification will go out after the final decisions are made. Telephone or email inquiries about the status of the selection process are discouraged. As soon as all applicants have been notified of the final decisions we will post the list of grant awards on our website at

http://accd.vermont.gov/strong_communities/preservation/grants/historic_preservation.

Before a project starts, the grant award recipient must submit to the Division proposed language for a Request for Proposal that will be used to obtain project bids. The Division will review this language to ensure the project meets *The Secretary of the Interior's Standards for Rehabilitation* and to ensure the proposed work is the same as the work described in the original grant application.

IMPORTANT: Under *no circumstances* may project work begin before a grant agreement is signed by the grant award recipient and the State of Vermont. Starting work on a project without a fully-signed grant agreement may result in the grant being rescinded.

Grant payment will be made on a reimbursement basis following the successful completion of a grant project and after the applicant has paid the contractor(s) in full and submitted the required paperwork to the Division.

Important Guidance for Completing the Grant Application

The appendices at the back of this manual contain helpful information and sample photos.

Photographs of the building, its setting and the specific need for which you are requesting funding are a critical part of the application. This is the best way for us to understand your building and your project. We require printed images of the buildings, their setting and the building problems you hope to resolve. The printed images must be labeled and can be photographs or printed on paper. We also require you to submit the same images on a CD in the .jpeg format. Please refer to Section 17D and Appendix 5 of this Grant Manual for specific guidance and suggestions for taking good pictures. Historic images of the building may be scanned or photocopied and submitted with the application in addition to the required photographs.

Please be aware that upon submission to the State, grant applicants relinquish all rights to ownership or control over the photographs and digital images submitted to the State and that the photographs and digital images shall become the sole property of the State.

Budget: Get a detailed written estimate for the work you're proposing to undertake from a contractor. Be sure the contractor understands that the project must meet the *Secretary of the Interior's Standards for Rehabilitation* (see Appendix 4 or go to www.nps.gov/hps/tps/standguide/rehab/rehab_standards.htm for additional information). Your application will be considered based on the descriptions of the proposed work and the estimated project costs you provide. See Section 10, "Preservation of Historic Features" and Section 12, "Project Summary and Budget" for further information.

Repair is preferable to replacement. If replacement is required, it is almost always best to use the same type of material. Only in extreme cases will projects utilizing non-historic materials be considered. Substitute materials may be considered if they are compatible with the historic materials in appearance and physical properties, and if they meet performance expectations over a long period of time.

Temporary repairs will be funded only under extraordinary circumstances. Applicants who propose temporary repairs must include a written outline which describes how and when permanent repairs will be undertaken, and how and when funding will be obtained.

Ineligible work includes new construction, additions, electrical, plumbing or heating projects, and code improvements.

Planning projects are NOT eligible. In cases where a small amount of pre-planning is necessary for the success of a project, planning costs may be eligible for funding, but only as a part of the entire project. The owner must share these costs.

Grant Selection Criteria

All applicants must meet Criteria One through Four. Criterion Five through Eleven are used to rate and rank each project, using a competitive numerical scoring system. The Advisory Council will evaluate each project by these criteria and assign points. The highest scoring projects will receive funding. The criteria will be weighted as follows:

Criteria 1- 4:	Not Weighted— <i>All projects must meet these criteria.</i>
Criterion 5:	10 Points Possible
Criterion 6:	2 Points Possible
Criterion 7:	4 Points Possible
Criterion 8:	1 Point Possible
Criterion 9:	1 Point Possible
Criterion 10:	1 Point Possible
Criterion 11:	1 Point Possible

A brief explanation follows for each criterion. Every project *must* meet the first four criteria.

- Criterion 1:

THE PROPERTY MUST BE OWNED BY A NON-PROFIT ORGANIZATION OR A POLITICAL SUBDIVISION OF THE STATE

Non-profit organizations must provide proof that they are tax-exempt. Internal Revenue Service 501(c) (3) certification is preferred. State agencies are not eligible. Buildings owned by non-profit development corporations are ineligible if the property is being developed for a commercial, income-producing use. Work on income-producing sections of buildings owned by non-profit organizations is ineligible.
- Criterion 2:

THE PROPERTY MUST BE LISTED ON OR ELIGIBLE FOR LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES

Buildings can be listed either individually or as a contributing resource in a National Register Historic District. If you are uncertain whether or not your property is listed in the National Register, call the Division for Historic Preservation at 828-3213. Properties not listed in the National Register will be evaluated for National Register eligibility at the time the grant applications are reviewed. Existing or in-process National Register designation may become a positive selection factor in instances where applications compete equally in the other grant criteria.

Criterion 3: **THE APPLICANT MUST MATCH THE GRANT WITH CASH ON NO LESS THAN A ONE-TO-ONE BASIS**

The applicant can apply for no more than 50% of the total project cost, up to a maximum of \$20,000. The applicant's matching share must be in cash and must be in-hand at the time the application is submitted. Projects may utilize donated labor and materials, but these cannot be counted towards the match. State funds are not eligible for use as match, but Federal funds may be used.

Criterion 4: **THE PROJECT MUST BE ENSURED OF COMPLETION AND SUSTAINED BENEFIT THROUGH THE CAPABILITIES OF THE OWNER**

The project must be well-planned, realistic and have a responsible administrator. Property owners are encouraged to have a well-defined plan for routine maintenance and long-term preservation of the building and include those plans in the application.

The following Criteria are weighted. Your project will be scored on how well it meets each of the following criteria:

Criterion 5: **PRIORITY WILL BE GIVEN TO PROJECTS THAT BEST PRESERVE HISTORIC BUILDING FEATURES (10 points possible)**

A project must contribute to preserving the features of the building which make it eligible for the National Register. All project work must meet the *Secretary of the Interior's Standards for Rehabilitation*, which are included in Appendix 4.

Grants may be awarded in three categories of preservation work:

1. Stabilization and Immediate Need: Projects in this category involve work on a failed structural component, such as a frame, foundation, or a leaking roof. Work could also address extensive damage or deterioration over a large portion of the building. For example, a masonry building could require extensive repointing work. A project can also seek to rectify serious ongoing deterioration and damage to significant features of a building, such as structural repairs to a seriously leaning bell tower, relaying of a slate roof, installation of a new metal roof, or sill replacement. Immediate need indicates that without repair of the feature, complete deterioration or failure will happen quickly.

2. Necessary Repairs, Corrective Measures and Preventive Maintenance: This category covers projects that restore or repair damaged or deteriorated parts of a building before the deterioration becomes so advanced that the feature must be replaced entirely or before repairs become extremely costly. This can include a single building component or a package of smaller items, which together make up a significant project. It can include corrective measures such as drainage work, or maintenance work such as roof, trim and siding, or porch repair.

3. Enhancement: This category consists of work that is not vital to the physical survival of the building, but instead preserves, restores, and enhances features critical to its architectural and/or historical significance. Examples include restoration of decorative interior painting and missing decorative features.

Projects that propose to replace missing architectural features must be supported by documentation (photographs, architectural drawings, on-site physical evidence) which proves that the missing elements did exist on the project building at an earlier time. This documentation must be submitted as a part of the grant application.

Very few historic buildings appear today as they did when they were first constructed. Rather, most have been added to and changed over time. These changes over time are a significant part of a building's history and should be recognized and respected. Therefore, funds are generally not granted to projects that propose to remove historic building features, even if they were added after the original construction of the building. If your project includes the removal of historic building features, please discuss your plans with the Division before submitting an application.

Projects in the first category, "Stabilization and Immediate Need", are usually given higher priority for funding. Projects in the other two categories may be awarded funding in cases where the project will preserve critically important historic features or otherwise significantly influence the continued use and preservation of a building.

Projects which are primarily routine maintenance (e.g. cleaning, painting, etc.) will **not** be given high priority. Painting is generally considered to be routine maintenance. If a grant request does include painting, the applicant must explain any need for associated preparatory work prior to painting in the application. For example, preparatory work includes any necessary repair to wood damaged through paint failure.

Please keep in mind that this grant program is for restoration work and limited resources preclude funding any "improvements" even if they are important to the use of the building. The types of work described above are examples and do not preclude consideration of other work that meets the intent of one of the three categories.

Criterion 6: **PRIORITY WILL BE GIVEN TO PROJECTS THAT PROMOTE THE BEST LONG-TERM USE OF THE PROPERTY (2 points possible)**

The preservation of a historic property is more likely to be ensured if the current or proposed use does not require substantial changes to its architectural design or historic character.

Criterion 7: **PRIORITY WILL BE GIVEN TO BUILDINGS THAT PROVIDE GREATEST BENEFIT TO THE PUBLIC (4 points possible)**

One of the purposes of this program is to promote Vermont's heritage to the public. Public benefit can mean but is not limited to:

- A. the building is regularly open to and used by the public;
- B. the building is easily visible to the public from a public way;
- C. the building is especially important in the history of the community or;
- D. the building is an important community symbol or local landmark.

Each project can receive a single point for Criteria 8 through 11:

Criterion 8: **PRIORITY FOR FUNDING WILL BE GIVEN TO FACILITIES THAT ARE ACCESSIBLE TO PERSONS WITH DISABILITIES OR THAT HAVE PROGRAMS THAT ARE ACCESSIBLE (1 point possible)**

Criterion 9: **PRIORITY WILL BE GIVEN TO APPLICANTS WHOSE PROJECT IS LOCATED IN A DESIGNATED DOWNTOWN (1 point possible)**

This designation is a process established in the Downtown Development Act. In order to receive the one (1) point, the downtown must be officially designated prior to the date when the Advisory Council awards the grants. The Division will make the determination if projects are in Designated Downtowns before the meeting. The following downtowns

are presently designated: Barre City, Bellows Falls, Bennington, Bradford, Brandon, Brattleboro, Bristol, Burlington, Middlebury, Montpelier, Morristown, Newport City, Poultney, Randolph, Rutland City, Springfield, St. Albans, St. Johnsbury, Vergennes, Waterbury, White River Junction, Wilmington, Windsor and Winooski.

Criterion 10: PRIORITY WILL BE GIVEN TO APPLICANTS WHO DEMONSTRATE A GREATER FINANCIAL NEED (1 point possible)

Those applicants who can clearly show a greater financial need will be awarded one (1) point in the selection process. This point will only be awarded to applicants who make a strong case for financial need.

Criterion 11: GEOGRAPHIC DISTRIBUTION MAY BE CONSIDERED AS A FACTOR IN PROJECT SELECTION (1 point possible)

In an attempt to promote Vermont's heritage to as wide an audience as possible, the geographic distribution of applications will be considered. Geographic distribution will become a selection factor in instances where applications compete equally in the first ten criteria.

Instructions for Completing the Grant Application

It is important that you read the *entire* Grant Manual before completing your application. The following information is intended to clarify specific sections in the application form but the rest of the manual contains pertinent, important information to read and understand, too. All applicants must complete Sections 1 through 18 and must use a current application form. Please do not use a form from a previous year.

A few application requirements must be attended to well in advance of the application deadline:

- Take the required photographs and save them to a disc. You will need to check the disc to ensure the images were saved properly and can be read. Please review Appendix 5: Photograph Guidelines for further instructions.
- Obtain a good written cost estimate for the application budget from a contractor with experience working with historic buildings. (If the project involves very different types of work, such as installing a standing seam roof and replacing a stone foundation, you may need to get estimates from different contractors who specialize in the specific type of work for which you are seeking funding.)

Section 1. Applicant: Applicant name, title (if applicable) and contact information.

Section 2. Person Authorized to Execute Contracts for Applicant: Name, title (if applicable) and contact information for person authorized to execute contracts.

Section 3. Person Authorized to Administer the Project: Name, title (if applicable) and contact information for the person who will administer the project. The person responsible for administering the project should be available by telephone during normal business hours and should be able to meet on-site periodically. This person should have authority from the owner to make decisions regarding the project.

Section 4. Property Name and Location: Property name and physical address of the building.

Section 5. Property Owner: Property owner name, contact information and ownership status. In some cases the applicant may be different from the legal owner of a building. The applicant must be a non-profit organization, a municipality, or a representative of one of these groups. Grants are awarded to the Applicant as identified in Section 1. If the applicant is a **non-profit lessee** who rents the property or space within the property from a private lessor, please submit additional information on the terms of the lease and provide evidence of a level of stability that will indicate sustained public benefit from a grant.

Section 6. Building Information:

6A. List the date(s) of original construction and any historic additions to the building.

6B. Identify the original building type.

6C. Is the building listed in the State Register of Historic Places? If you are uncertain, please contact the Division. Documentation from an existing State Register nomination will enable the Advisory Council to better understand your property and to make a more informed decision on your application.

6D. Is the building listed in the National Register of Historic Places? If you are uncertain, please contact the Division. Documentation from an existing National Register nomination will enable the Advisory Council to better understand your property and to make a more informed decision on your application.

6E. If previous work on the building has been funded with State grant money, please describe the work that was done, the source of the funding, and when it was completed.

Section 7. Description of Building:

7A. Describe the architecture and design of the building – what style is it, how many stories does it have, building materials, unusual architectural features, etc. Summarize the history of the building – who designed or built it, how the building has been used, notable events that took place there, etc.

7B. Describe the original use(s) of the building (the purpose for which it was built).

7C. Describe the current use of the building. Is the current use different from the original use?

7D. Will the proposed rehabilitation result in a new use for the building? For example, is the old Town Hall being renovated into a new Library?

7E. Describe any changes to the original design of the building made necessary by the current or proposed use. For example, will the floors of the old Town Hall need to be reinforced to support the weight of books in the new Library?

Section 8. Previous Work:

Provide a general description of any work (excluding routine maintenance) done on the building over the last five years. This can include physical work (a new roof, structural repairs) and/or infrastructure upgrades (a new furnace, new wiring).

Section 9. Future Work:

What is the overall scope of work planned for the building, and how does a State Grant fit into the long-range plan for rehabilitating and maintaining the building? What additional work needs to be done following the completion of this project?

Section 10. Preservation of Historic Features:

When planning a preservation project, it is critical that the proposed work addresses the cause of the problem, and not simply the symptoms. This section provides applicants with the opportunity to indicate that they have a clear understanding of the nature of the problem(s) that exist in their building and have proposed the appropriate solutions. A common mistake is a proposal to repair water damage to a foundation wall or cellar that does not adequately address the source of the water and the cause of the damage.

It is important that the entire building be examined when planning a preservation project. This section calls for an evaluation of all major building components. You must evaluate and describe each part of the building even if you are not seeking funding for that specific building component. If the roof is leaking, describe where the leaks are, the damage that is being done, and how the problem will be fixed. Include a photograph of the holes in the roof. If the roof is in good condition say so – ***don't leave it blank***. This need not be a professional evaluation but does need to show that all components of the building have been carefully considered as part of developing the project.

You need to have clear and concise descriptions. For example: *"The existing metal roof is 75 years old, rusty and is leaking in at least five places. It will be removed and replaced with a new standing seam metal roof."*

Fill in the information for each building component based on the instructions below.

- **Condition:** If the condition is other than "***Excellent***" or "***Good***" describe the problems and the extent of damage that has or will occur to the building if the problem is not corrected. If the roof leaks, say so and describe how long it has leaked, where the leaks are and why it leaks. If the frame is rotten or broken, say so and describe how badly it is damaged and the cause. It is important that you be as *clear and specific* as possible, particularly for the areas covered in your grant request.
- **Proposed Repairs:** Describe the methods and materials to be used in repairing or restoring the deteriorated components. How are you going to fix the roof, frame or other components? Are you going to use the same materials and workmanship that are now in place? If there is a change, describe why the use of the same materials and workmanship is not possible.
- **Estimated Cost:** For each building component that needs work, estimate how much rehabilitation will cost. A detailed written estimate is a required part of the application and the estimate should be as accurate as possible and reflect the kind of work required for preservation projects. Work on historic buildings demands great care and must follow the *Secretary of the Interior's Standards for Rehabilitation* (Appendix 4). For further information on repairing specific building components, please refer to the National Park Service's *Preservation Briefs* (Appendix 3). For example, in re-pointing a brick building, a mason will be expected to match repair work to the existing mortar in appearance and strength of mortar. On the other hand, the replacement of a standing-seam metal roof, assuming there is no damage to the roof structure, may be as straightforward as for new construction.

Section 11. Preservation Plans, Reports & Evaluations:

A written evaluation of the overall condition of the building and the work recommended to correct any problems is a valuable resource in planning for preservation. Architectural reports, needs assessments, historic structure reports and architectural plans and specifications are good sources for this information. Please include copies of any such reports that have been prepared for your rehabilitation project if they are available. (This is

different from the written estimate for the specific work you are proposing to undertake if awarded a grant. You are required to submit a written estimate; you are not required to submit preservation plans, reports or evaluations.)

Section 12. Project Summary and Budget:

12A. List each proposed work item, with the most critical need listed as the highest priority. Choose your priorities carefully based on the need for the work and the potential for a problem to cause further damage to the building in the future. More detailed descriptions of the proposed work should appear in Section 10. For **each** proposed work item, indicate the estimated cost of the repairs. This list **must** be itemized – please do not simply provide a lump sum total for all the proposed work. Indicate if the proposed work is the subject of this grant request. Finally, write the total estimated project cost in the last line of the table.

12B. Grant payment will be made on a reimbursement basis after the work is completed and the applicant has paid the contractor(s) in full. The requested grant cannot exceed 50% of the total project cost or \$20,000, whichever is less. *The maximum grant available is \$20,000.* Based on the total project cost, indicate how much grant money you are requesting and how much of the matching amount you have in-hand at the time of application.

For example, if the total cost for a grant project is \$45,000, the maximum grant available is \$20,000. You must have at least \$25,000 in matching funds in-hand at the time of application and, in this example you must have access to the remaining balance of \$20,000 to pay for the entire project prior to requesting reimbursement. In another example, if the total project cost is \$12,000, the maximum grant available is \$6,000. You must have at least \$6,000 in matching funds in-hand at the time of application and you must have access to the remaining balance of \$6,000 to pay for the entire project prior to requesting reimbursement.

Costs incurred prior to the project start date are not eligible for reimbursement nor may they be used as a match for the grant-assisted work. Grants cannot be awarded retroactively for work completed prior to the execution of the Grant Agreement. The match must be in-hand at the time of application and the match must be in cash—donated labor and/or materials are not allowable as match.

12C. Based on the information in 12B, indicate the source of the matching funds for the project. Applicants must have their matching share available at the time the application is submitted and must be prepared to handle cash flow needs throughout the course of the project. In some instances this may require the use of a short-term bank loan or other source of money with which to pay a contractor prior to grant reimbursement.

Please list each source of the matching share separately. For example, sources may be operating cash or endowment cash of the applicant, a foundation grant (include name of foundation), a grant or loan of public funds (include name of source), or a bank loan. The dollar amounts must equal or exceed the Matching Share listed in Section 12B.

12D. In many cases the Total Project Cost will exceed the sum of the grant request and the matching share. In this section, please indicate the source(s) of the additional funds needed to complete the proposed project.

12E. Use this space to make any additional comments on the proposed budget, matching funds or cash flow.

Section 13. Financial Need:

The grant process is very competitive. Describe why the municipality or non-profit organization that owns the building is not able to undertake this project without grant assistance. Provide information describing previous attempts to accomplish the proposed project. For example, if the applicant is a municipality, has the town asked voters for funds before submitting a grant request for a project on a town-owned structure? If so, what were the results of that vote? What other sources of funding have been pursued, and with what result? Have other building rehabilitation projects been successfully completed without grant assistance?

Section 14. Public Benefit:

As a publicly-funded program, it is critical that Historic Preservation grant projects have a clear benefit for the people of Vermont.

14A. Describe how the building is used by the public, who uses it, and how often. If the building is not currently used by the public, describe if and when it will be opened to the public and how the proposed rehabilitation work will benefit future public use.

14B. Describe the role of the building in the history of the community, both historically and present day.

14C. Describe how the building is an important symbol for the community. Does the building represent community values or heritage? Is it recognized as an important component of the history of the community?

14D. Describe the “local landmark” status of the building. Is it used to give directions to visitors (“Turn left after the big white church on the corner”) or as a communal gathering place?

14E. Describe the visibility of the building from public spaces. Does it sit at the head of the Town Green? Can it be easily viewed and appreciated by the general public?

14F. Describe the level of community support for the project. Are other local organizations involved in the project? Have previous fundraising campaigns been successful? Would the community notice if the building was gone?

Section 15. Accessibility:

It is state law and policy to provide handicapped access to buildings rehabilitated with state funds. Describe how the building is presently accessible. If it is not accessible, describe any plans to make it accessible in the future.

Section 16. Designated Downtowns:

The 1998 Downtown Development Act states that priority consideration in awarding funds shall be given to projects in downtown development districts designated by the Downtown Board. For information on the Vermont Downtown Program, please contact Leanne Tingay at 802-828-5212. One (1) additional point shall be awarded to projects located in any officially Designated Downtown district. The Division will make this determination prior to the Advisory Council meeting. Please see Page 7 for a list of Designated Downtown districts.

Section 17. Required Attachments:

The following items are required. *Incomplete applications will not be considered!*

17A. Project Estimate: Include a copy of a detailed, written estimate from a contractor.

The estimate should be as accurate as possible and reflect the kind of work required for preservation projects. Work on historic buildings demands great care and must follow the *Secretary of the Interior's Standards for Rehabilitation* (see Appendix 4). If funded, all estimates and specifications submitted to the Division will remain confidential until the completion of a grant project.

17B. Location Map: Include a map that shows the exact location of the building in the town, such as a copy of a town road map, a highway map (if you are on a main road) or any map that will show how to get to the property. You may use a USGS topographic map or a map from websites such as Google Maps. Be sure to note the location of your property on the map. This provides a context for evaluating the building in relation to the surrounding community and landscape.

17C. Sketch Map: Provide a simple map of the property upon which the building is located, showing the location of the structure on the site, related structures on the property, and proximity to adjacent buildings, roads or natural features. Label items on the map or provide a key.

17D. Non-Profit Status Certification: Provide a copy of your 501(c)(3) certification.

17E. Printed Photographs: Please submit up to 20 print photographs to illustrate your property and your project. Photographs of the building, its setting and the specific need for which you are requesting funding are a critical part of the application. The photos you submit should clearly illustrate the property and the building problems that need fixing. The printed images must be labeled and can be photographs or printed on paper.

- Each photo MUST be labeled with the name of the building, the town where it is located and description of the view (for example, “Middleton Congregational Church, Middleton, Deteriorated sill of north side of building”).
- DO NOT send more than 20 photos to illustrate the proposed project.
- DO NOT bind your application, mount photographs on cardstock or insert pages and/or photographs in plastic sleeves.
- An application will be ineligible if it does not have the required attachments, including printed photographs and CD of images.
- Please Remember: photos are required of the completed projects of successful applicants. Photographs of the work-in-progress are helpful, too.
- Scanned or photocopied historic images of the building may be submitted, if available, with the Maps, Photographs, etc. *Please see **Appendix 5** for detailed guidance on the photos to be submitted, tips for taking the pictures and directions for labeling.*

17F. CD of Images: We also require you to submit the same images you submit in print format on a CD in the **.jpeg format**. Many photograph developers, including drug stores, can create a CD of your images from either digital images or print film but be sure the images on the CD will be in the .jpeg format. Please see the Appendices at the end of this manual for detailed guidance on the required CD and check to be sure that the disc actually contains your images and the images on your CD are .jpegs! Do not label your disc using a sticker label—use a CD marker only.

17G. Preservation Plans, Reports & Evaluations: (See Section 11 above.) Please be sure to include copies of any such reports that have been prepared for your rehabilitation project.

Section 18. Certification:

A. Submitting your application via email: When you submit your application to the Division for Historic Preservation via email you **MUST** check the box in Section 18 to Certify your application. By checking the box you certify the following:

“I am applying for a 2014 Vermont Historic Preservation Grant and am submitting this Application digitally. I certify as the Municipal Official or Executive Director of the Applicant Organization that the information presented in this Application is complete and accurate and the Legislative Body or the Board of Directors overseeing the Applicant Organization authorizes the Division for Historic Preservation to accept the submittal for review and potential award. I understand that upon submission to the State, I relinquish all rights to ownership or control over the photographs and digital images I am submitting and that the photographs shall become the sole property of the State upon receipt by the State. I have read the 2014 Vermont Historic Preservation Grant Manual and understand my responsibilities should I receive a grant award.”

B. Submitting your application by mail or delivering in person: If you need to submit a paper copy of the application (see Page 2, “Program Schedule and Information”, and “How to Submit an Application” below) you **MUST** sign the application to certify that all information is correct to the best of your knowledge.

How to Submit an Application

Grant applications is to be submitted via email to accd.hpgrants@state.vt.us by October 7, 2013.

Applications must be sent to the above email address by midnight of October 7, 2013. The required attachments detailed in Section 17 above (Project Estimate, Location Map, Sketch Map, Non-Profit Status Certification, Printed Photographs, CD of Images, and Copies of Preservation Plans, Reports or Evaluations) and any supplemental information must be submitted by mail. **The required attachments, and any supplemental information, must be postmarked or delivered to the Division office by 4:30, October 7, 2013.** The Division's office is located in the National Life Building, National Life Drive, 6th floor, Montpelier, Vermont. The mailing address is: Vermont Division for Historic Preservation, National Life Building, One National Life Drive – 6th Floor, Montpelier, Vermont 05620-0501.

If you are unable to submit the application via email, you may submit a paper copy of the application directly to the Division office, along with the Required Attachments detailed in Section 17 above (Project Estimate, Location Map, Sketch Map, Non-Profit Status Certification, Printed Photographs, CD of Images, and copies of Preservation Plans, Reports or Evaluations) and any supplemental information). **The paper copy of the application, the Required Attachments, and any supplemental information must be postmarked or delivered to the Division office by 4:30, October 7, 2013.** (If you need to submit a paper copy of the application but are unable to download it from the website, you may request a paper copy of the application and manual from the Division by calling 802-828-3213 or sending an email to debra.sayers@state.vt.us and leaving your name, mailing address and zip code and telephone number.)

Award Notification

The Vermont Advisory Council on Historic Preservation will review and select grant recipients. Grants will be awarded in December 2013. All applicants will receive written notification of the results of the review process and the notification will be sent after the Advisory Council awards the grants. Telephone or email inquiries concerning the status of the selection process are discouraged. As soon as all applicants have been notified of the final decisions we will post the list of grant awards on our website at http://accd.vermont.gov/strong_communities/preservation/grants/historic_preservation.

Recipients of 2014 Vermont Historic Preservation Grants are expected to undertake and complete their projects in 2015. However, the final deadline to complete a 2014 grant project and request reimbursement is December 31, 2016.

It is the responsibility of the Grant Recipients to obtain all required local and state permits for their project.

Please save this grant manual. It contains information that will be helpful to you should you be a recipient of a 2014 Vermont Historic Preservation Grant.

Grant Administration

The following information informs applicants who receive a grant award (“Grantees”) about the administration of their grant and important requirements and obligations that must be met in the process. It is important that Grantees stay in touch with the Division as they move through the process of getting the work done.

The Grant Agreement

After projects are selected for funding, personnel from the Division will send a Notification Letter advising each Grantee by mail that they have been awarded a grant. The Grantee must complete the following steps prior to beginning the procurement process.

1. Acknowledge receipt of the grant award by returning a signed copy of the Grant Acknowledgement and Acceptance form to the Vermont Division for Historic Preservation. This form will be included with the Notification Letter.
2. Provide verification of property liability and auto liability insurance prior to grant finalization, as required by the State of Vermont (Bulletin 5.5). Please note: grant agreements cannot be finalized until the required information is received. Additional information regarding the verification of property liability and auto liability will be included with the Notification Letter.

The person managing the grant should contact the Division to discuss the details of the grant program and to determine what plans and/or specifications will be necessary for the project. A “Scope of Work,” which will define the work to be performed and the methods and materials to be used, must be sent to and approved by the Division prior to being sent to potential contractors. All projects must meet the *Secretary of the Interior's Standards* (see Appendix 4). Once the Division has approved the “Scope of Work” then the Grantee may send it to contractors following specific procurement guidelines (“Procurement and Payment Information”) that will be sent to Grantees with their notification letter and request bids for the project. After the Grantee has received and reviewed the requested bids and has determined which contractor they would prefer to undertake the project then the Grantee will send the bids to the Division and will advise the Division of their choice of contractors.

The Division will review the bid from the preferred contractor, compare it against the work proposed in the grant application and, assuming the work proposed in the bid is the same as that proposed in the application, the Division will prepare a Grant Agreement to be signed by the Grantee and the State of Vermont. The Grant Agreement is essentially a contract for the Grantee to perform the work as approved and to abide by the stated requirements of the grant program. In return, the Division will make a grant payment by check when the project is completed and all requirements of the Grant Agreement are met. In general, the requirements of the Grant Agreement state that the Grantee will perform the work according to the approved bid and the Grant Agreement, complete the project by the deadline, provide financial documentation, and maintain the property for five years from the date of execution of the Grant Agreement. All grant-funded work should be completed within eighteen months from the date of the award. Grantees are responsible for obtaining any required local or state permits. Finally, Grantees are responsible for obtaining proof that their preferred contractor(s) has insurance in the amounts set forth in the Grant Agreement and forwarding that proof of insurance to the Division prior to the commencement of work.

IMPORTANT: Under *no circumstances* may project work begin before a grant agreement is signed by the Grantee and the State of Vermont. Starting work on a project without a fully-signed grant agreement may result in the grant being rescinded.

Involvement in the planning stages of a project allows the Division to provide design and technical input and to assist Grantees as they work to preserve the historic features of the building as well as to meet contemporary needs. **In an effort to maintain the architectural integrity of the building, the Grantee will advise the Division of any proposed alterations, additions, or major rehabilitation projects on the building for a period of five years after receipt of a grant.**

It is the responsibility of the Grant Recipients to obtain all required local and state permits for their project.

Procurement Requirements

After receiving a grant, Grantees must follow specific procurement procedures in selecting a contractor to do the work:

I. HIRING CONTRACTORS:

- A. To ensure State Funds are used in an open and competitive selection process, you are required to solicit bids from at least three qualified firms/contractors. You are only required to *solicit* at least three bids and are not required to *obtain* at least three bids. The bids must include, at a minimum, the Division-approved Scope of Work and Total Project Cost. Generally the lowest qualified bid is accepted. All bids and specifications submitted to the Division will remain confidential until the completion of a grant project.
- B. When soliciting bids from qualified firms, you must inform all prospective bidders that:
 - 1. All Project work must be consistent with the Division-approved Scope of Work;
 - 2. All Project work must comply with the *Secretary of the Interior's Standards for Rehabilitation*;
 - 3. The proposal must reflect a historic preservation approach to the Project; and
 - 4. Traditional materials should be repaired or replaced in kind with materials that match the original and are joined in the same way.
- C. You must submit copies of Certificates of Insurance for all Contractors performing work on the Project to the Division showing coverage of the types and limits described in Paragraph II below.

II. REQUIRED INSURANCE COVERAGE – TYPES AND AMOUNTS

Prior to June 1, 2014, the grantee must submit Certificates of Insurance demonstrating the grantee has obtained the coverage types and amounts set forth below. It is the grantee's responsibility to maintain current certificates of insurance on file with the State throughout the term of any Grant Agreement contract that you are offered. No warranty is made that the coverage and limits listed herein are adequate to cover and protect your interests. These are solely minimums that have been established to protect the interests of the State.

A. *Workers Compensation:* With respect to all operations performed, each contractor working on a grant project must carry workers' compensation insurance in accordance with the laws of the State of Vermont.

B. *General Liability and Property Damage:* With respect to all operations performed under the contract, the grantee and each contractor working on a grant project must carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations
Products and Completed Operations
Personal Injury Liability
Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence
\$1,000,000 General Aggregate
\$1,000,000 Products/Completed Operations Aggregate
\$ 50,000 Fire/Legal/Liability

The State of Vermont and its officers and employees shall be included as additional insureds for liability arising out of the Project.

C. *Automotive Liability:* Each contractor working on a grant project must carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Project. Limits of coverage shall not be less than: \$1,000,000 combined single limit.

The State of Vermont and its officers and employees shall be included as additional insureds for liability arising out of the Project.

Project Publicity

The Division may provide Grantees with a simple sign to be prominently displayed on-site throughout the course of the project. Any newspaper, radio, television, etc., publicity must credit the Vermont Division for Historic Preservation. If possible, please forward a copy of any publicity to the Division.

Grantees are also encouraged, but not required, to hold an open house so that interested people might visit the building and see and learn from the project work. This is one way in which the public might benefit from the investment of public grant funds in privately owned buildings. If you hold an open house please advise the Division.

A list of awarded projects will be posted on our website at http://accd.vermont.gov/strong_communities/preservation/grants/historic_preservation. The list will include the property name and location, the type of work being undertaken and the amount of the grant. The names of the Grantees will not be included.

Grant Reimbursement

The Grantee will be sent a reimbursement check when the project work is complete and all the requirements of the Grant Agreement are met to the complete satisfaction of the Division. Total grant payment will be equal to 50% of the total project cost, or the full amount of the grant award, whichever is less. Generally the check will be issued approximately 10-15 days after final Division approval. The Grantee should be prepared to handle cash flow needs throughout the course of the project. In some instances this may require the use of a short-term bank loan or other source of money with which to pay a contractor prior to grant reimbursement. **Upon completion of the work phase of the project, and Division approval, Grantees are required to submit the following materials:**

- 1. ACCOUNTING REPORT FORM:** The Grantee must submit documentation on the project's total cost. All costs should be recorded on the Accounting Report Form, which is provided to the Grantee as part of the Grant Agreement.
- 2. PROJECT INVOICES:** The Grantee must provide the Division with photocopies of all supporting invoices with corresponding payments listed on the Accounting Report Form.
- 3. CANCELLED CHECKS:** The Grantee must provide the Division with photocopies of all supporting cancelled checks with corresponding payments listed on the Accounting Report Form. Be sure to send photocopies of the front and back of each check so we are able to verify that the check has been paid by the bank.
- 4. PHOTOGRAPHS:** Photos documenting the completed work must be submitted before payment can be processed. Photos documenting the project while in progress are welcome, too. **Please do not email photos** – Grantees may send actual images or submit the images on a CD in the .jpeg format.

The Division cannot issue grant checks until these materials are received. Incomplete documentation will delay the issuance of the grant check.

Project Survey

After the reimbursement check is sent we will provide each Grantee with a survey questionnaire regarding his/her experience with the Vermont Historic Preservation Grant Program and some specific questions about the Grantee's own project. We will provide the survey questions at the time we forward the Grant Agreement so each Grantee will be aware of any information they may need in order to provide responses. Responding to the survey is optional and is not a requirement of the grant.

If you have questions about the application process or the grant program in general, contact Caitlin Corkins at caitlin.corkins@state.vt.us or 802-828-3047.

Appendices

The following information is provided to assist you in planning your project and helping you fill out your application.

Appendix 1. Associated Archeological Resources

The archaeological resources that lie in the ground surrounding a historic building may yield important information about the history of the building or about the prehistoric use of the land. For example, an old well will often contain items that indicate the use of the building or the economic status of the occupants. A prehistoric Native American site indicating how past people lived in the area may lie adjacent to a town hall. Any ground-disturbing project has the potential for disturbing or destroying archaeological resources.

Foundation repair or replacement, replacement or reconstruction of a porch and the addition of drainage are examples of the kinds of projects that may impact archaeological resources. The Division will review all grant applications to determine if a proposal in a particular project location has the potential for impacting historic or prehistoric archaeological resources. In many cases, the existence of an archaeological site is not known but it can be reasonably predicted to exist.

If archaeological concerns are found in the Division's review, Standard 8 of the *Secretary of the Interior's Standards for Rehabilitation* will apply, and the Division will work with the Grantee to find a solution that both preserves the archaeological resource and allows the project to proceed. The Division may test a site to determine existence of archaeological resources. The Division will provide this service at no cost to the Grantee.

Appendix 2. National Register of Historic Places Criteria for Evaluation

The quality of significance in American history, architecture, archaeology, engineering and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling and association and:

- A. that are associated with events that have made a significant contribution to the broad patterns of our history; or
- B. that are associated with the lives of persons significant in our past; or
- C. that embody the distinctive characteristics of a type, period or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. that has yielded, or may be likely to yield, information important in prehistory or history.

Appendix 3. National Park Service Preservation Briefs

The following "Preservation Briefs" are published by the National Park Service and are available at <http://www.nps.gov/history/hps/tps/briefs/presbhom.htm>.

1. The Cleaning and Waterproof Coating of Masonry Buildings
2. Repointing Mortar Joints in Historic Brick Buildings
3. Conserving Energy in Historic Buildings
4. Roofing for Historic Buildings
5. Preservation of Historic Adobe Buildings
6. Dangers of Abrasive Cleaning to Historic Buildings
7. The Preservation of Historic Glazed Architectural Terra-cotta
8. Aluminum and Vinyl Siding on Historic Buildings
9. The Repair of Historic Wooden Windows
10. Exterior Paint Problems on Historic Woodwork
11. Rehabilitating Historic Storefronts
12. The Preservation of Historic Pigmented Structural Glass
13. The Repair and Thermal Upgrading of Historic Steel Windows
14. New Exterior Additions to Historic Buildings
15. Preservation of Historic Concrete: Problems and General Approaches
16. The Use of Substitute Materials on Exteriors
17. Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
18. Rehabilitating Interiors in Historic Houses
19. The Repair and Replacement of Historic Wooden Shingle Roofs
20. The Preservation of Historic Barns
21. Repairing Historic Flat Plaster - Walls and Ceilings
22. The Preservation and Repair of Historic Stucco
23. Preserving Historic Ornamental Plaster
24. Heating, Ventilating and Cooling Historic Buildings: Problems and Recommended Approaches
25. The Preservation of Historic Signs
26. The Preservation and Repair of Historic Log Buildings
27. The Maintenance and Repair of Architectural Cast Iron
28. Painting Historic Interiors
29. The Repair, Replacement, and Maintenance of Historic Slate Roofs
30. The Preservation and Repair of Historic Clay Tile Roofs
31. Mothballing Historic Buildings
32. Making Historic Properties Accessible
33. The Preservation and Repair of Historic Stained and Leaded Glass
34. Applied Decoration for Historic Interiors
35. Understanding Old Buildings: the Process of Architectural Investigation
36. Protecting Cultural Landscapes: Planning Treatment and Management of Historic Landscapes
37. Appropriate Methods for Reducing Lead-paint Hazards in Historic Housing
38. Removing Graffiti from Historic Masonry
39. Holding the Line: Controlling Unwanted Moisture in Historic Buildings
40. Preserving Historic Ceramic Tile Floors
41. The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront
42. The Maintenance, Repair and Replacement of Historic Cast Stone
43. The Preparation and Use of Historic Structure Reports
44. The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
45. Preserving Historic Wooden Porches
46. The Preservation and Reuse of Historic Gas Stations
47. Maintaining the Exterior of Small and Medium Size Historic Buildings

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Appendix 4: The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs.

The Standards (36 CFR Part 67) apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.

The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property will be used as it was historically, or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The Secretary of the Interior's Standards for Rehabilitation are also available online at http://www.nps.gov/hps/tps/standguide/rehab/rehab_standards.htm.

Appendix 5. Photographic Guidelines

Remember that your application will be one of many under consideration. A well-illustrated application makes a favorable and lasting impression on reviewers. It helps them better understand the importance of your project to the public and why your project is worthy of grant support. Photographs are a very important part of your application!

- **Be sure that you include views that show the building in its setting.** If there are neighboring buildings, show them; if it stands by itself show the area around the building. If you are taking photos of a barn, be sure to include the house and other associated buildings.
- **Include pictures showing the building from public places.** This may be from a village green, and/or a public road, even the Interstate, or just a pretty view including the building. The public's ability to view a building is an important part of evaluating the public benefit of investing public funds.
- **Take pictures of the building that show all four sides.** If you take a picture at a corner it can cover two sides.
- **Show the specific problems clearly and close up.** Be sure viewers can understand the location of the picture by including some of the surrounding area. It is important to show the leaky roof, broken beams, and rotten wood, failing windows or caved-in foundation. If your roof is failing, don't submit an image with snow covering the roof. If a wall needs to be re-built, don't submit an image with brush and overgrowth concealing the wall.
- If your building has any interesting or unusual features, include a picture, even if these features are not part of your project.
- If you can, take pictures with the sun at your back. Under some conditions overcast days with even light are better than bright sunny days.
- Interior photos in attics and basements are often difficult. Use flash or bright artificial lights. Remember most flashes are only effective for a short distance (15 ft. at the most).
- Take your photos as soon as possible. If they do not turn out well you can retake them in time for the application deadline.
- Be sure to write the name of the building, the town and a very short description of the image on each photograph.
- If you do not have a digital camera, most photo-processing facilities can place your photographic print images on a CD for little or no extra cost but be sure the facility you use uses the .jpeg format ONLY for the CD. Be sure to label the CD with the applicant name and town using a CD marker. Please do not use a sticker. Finally, please do not send digital images on ZIP drives.
- **Do not send more than 20 print images (and the same 20 images on CD) per project.**
- **For samples of application photographs, visit our website:**
http://accd.vermont.gov/strong_communities/preservation/grants/historic_preservation